

**Request for Proposal to Monitor, Verify, and Provide On-line Reports for the
American Recovery and Reinvestment Act of 2009
State Energy Program, Energy Efficiency and Conservation Block Grant (EECBG)
Program, and State Energy Efficient Appliance Rebate Grant**



BACKGROUND:

The Louisiana Department of Natural Resources (DNR) invites you to submit a proposal to provide oversight for various ARRA programs. The proposed cost for monitoring, verification, and extensive easily used web based reporting shall not exceed one million two hundred eighty two thousand four hundred and ninety five dollars (\$1,282,495). In no case should the maximum cost for this oversight contract of the implementation contract exceed one million seventy five thousand four hundred and ten dollars (\$1,075,410) for the State Energy Program Grant and two hundred seven thousand and eighty five dollars (\$207,085) for the EECBG Program Stimulus Grant. A contract period of approximately 32 months is scheduled with initiation of the contract period on approximately March 1, 2010 and ending approximately September 13, 2012. (Note: The portion of the contract that includes the State Energy Program will end no later than April 30, 2012.) This program is funded by the U.S. Department of Energy through the State Energy Program Grant and the EECBG Program ARRA Grant.

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17, 2009. The Act includes measures to modernize our nation's infrastructure, enhance energy independence, expand educational opportunities, preserve and improve affordable health care, provide tax relief, and protect those in greatest need.

The grants awarded to DNR, Technology Assessment Division (TAD) for energy efficiency have multi-faceted approaches to reach sectors that will save energy, create jobs, stimulate economic growth, while protecting our environment. This undertaking will not only serve the citizens of Louisiana in the interim, but will have long lasting effects to ensure a better Louisiana economy and environment in which we live.

As the recipient of the ARRA grant funding, the Louisiana DNR, TAD serves as the technical arm of the Office of the Secretary and as the State Energy Office. The mission is to promote and encourage the exploration, production, conservation and efficient use of energy and natural resources in order to improve the environment, enhance economic development and insure a better quality of life for this and future generations.

DNR has provided guidance to numerous agencies and entities on developing energy efficiency and renewable energy strategies and policies as well as developed and implemented award winning programs and projects.

It is imperative that all proposers read and respond in accordance with the requirements of the ARRA funding. The *U.S. Department of Energy Guidance* can be examined in attachment A. The scope of services for the implementation of the actual grants is located in attachment B.

The Monitoring, Verification, and online reporting components are essential to meeting the Departments goal of maintaining absolute transparency and integrity throughout the ARRA programs. The overall objective of this contract is to produce, populate, and maintain a documented, readily accessible mechanism to provide comprehensive monitoring, oversight and access to status, progress, performance, regulatory compliance, as well as fiscal accountability for funds received and expended in all of the above mentioned ARRA programs implemented by TAD. It is expected that all monitoring reports, verification reports, and any other online reports will be maintained with DNR access and use for the length of the audit period following the conclusion of the grant.

Potential contractors should provide a plan to conduct a risk based approach in financial monitoring that includes all programs within each grant but accentuates those areas most at risk. The fiscal monitoring will include a review of internal controls implemented by DNR's implementation contractor. Additionally, the fiscal monitoring will be responsible for testing that all federal, state, and local applicable laws are followed. The fiscal monitoring will be conducted on an ongoing basis. The information from the implementation contractor will be made available for fiscal monitoring. The contractor will keep DNR staff fully informed of all findings or areas of concern.

Potential contractors should verify the energy savings achieved for projects using the metrics provided by DNR that have been approved by the US DOE. The verification will also include examination of jobs created and retained as it meets the definitions associated with all ARRA Stimulus funds. These metrics may sometimes change based on changes made at US DOE that affect DNR management of the individual programs/grants. The metrics verification will be conducted on an ongoing basis. The contractor will keep DNR staff fully informed of all findings or areas of concern.

The reporting requirements will require real time information, with web based accessibility, as available from DNR's implementation contractor, for the production of reports and necessary visuals that are important both in the regular required reporting for FederalReporting.Gov, the Louisiana Division of Administration, and the Louisiana Department of Natural Resources, as well as, other reporting that may be necessary for interested stake-holders, program marketing and/or education. These reports will be used to streamline information for the various reporting requirements. The reports will be expected to include visuals for tracking spending within each program area in total and in time increments that may be necessary for proper management of these programs. Additionally, upon completion of each program, a state map showing the coverage of expenditures by parish should be available. The elements to be managed include fiscal matters, energy efficiency/savings, and jobs created/retained associated with the State Energy Program ARRA grant, Energy Efficiency and Conservation Block Grant, and the Energy Star Appliance Rebate Grant. The desire is to be able to produce reports and visual aids that include information by grant and in total on statewide basis, as well as, by congressional district, by parish, and by town. This system should be one that can be customized to meet the changing

environment of what is expected with ARRA funding. The company selected is expected to work closely with DNR, the implementation contractor, and the marketing contractor in development of annual reports, collecting information, storage, tracking, and analyzing information that has been provided by the implementation contractor and/or DNR. The company will be expected to train DNR employees on use of their reporting mechanism.